

:Emergency Preparedness

::Shelter In-Place

[Report All Emergencies to Brown Public Safety at 863-4111](#)

[Emergency Preparedness at Brown University](#)

EHS Emergency Procedures:
[Emergency Action Plan](#)
[Building Evacuation Assembly](#)
[Fire Safety](#)
[Emergency Response Guide](#)
[Spill Response and Reporting](#)
[SPCC Plan](#)

Federal Emergency Links:
[Department of Homeland Security](#)
[FEMA](#)
[American Red Cross](#)
[Federal Bureau of Investigation](#)
[Centers for Disease Control \(CDC\)](#)
[Central Intelligence Agency \(CIA\)](#)

Other Contacts:
[NIOSH](#)
[Service Response x3-7800](#)
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Instructions for Sheltering In-Place

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What "sheltering in place" means

During certain emergency situations, particularly chemical, biological, or radiological material releases and some weather emergencies, you may be advised to "Shelter in Place" rather than evacuate the building. In such a case it may be safer for people to stay indoors than to go outside. It is a way for people to make the building as safe as possible to protect themselves until help arrives.

As with any type of emergency, the most important thing is to remain calm.

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How to prepare to shelter in place

People should choose a room in their office or home for their shelter. The best room to use for the shelter is a room with as few windows and doors as possible. A large room, preferably with a water supply, is desirable.

- For chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink.
- For natural disasters such as hurricanes other severe weather, the shelter should be the lowest room that is available.

People might not be at home if the need to shelter in place ever arises, but if they are, it is good to have the following items on hand. (Ideally, all of these items should be kept in one area to save time.)

- First aid kit
- Food and bottled water
- One gallon of water per person in plastic bottles as well as ready-to-eat foods that will keep without refrigeration should be stored at the shelter-in-place location. If bottled water no longer is available, water in a toilet tank (not the toilet bowl) is suitable for drinking
- Flashlight, battery-powered radio, and extra batteries for both
- Duct tape and scissors
- Towels and plastic sheeting
- A working telephone (Phones that have a plug in transformer may not work during a power outage)

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How people will know if they need to shelter in place

People will hear from the University, local police, emergency coordinators, or government

on radio and television if they need to shelter in place.

If there is a "code red" or "severe" terror alert, people should pay attention to radio and television broadcasts to know right away whether a shelter-in-place alert is announced for their area.

If people are away from their shelter-in-place location when a chemical event occurs, they should follow the instructions of emergency coordinators to find the nearest shelter. If children are at school, they will be sheltered there. Unless instructed to do so, parents should not try to get to the school to bring their children home.

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What to do

People should act quickly and follow the instructions of their local emergency coordinators. Every situation can be different, so local emergency coordinators might have special instructions to follow. In general, do the following:

- Seek shelter in a building as quickly as possible.
- Do not use elevators.
- If there is time, shut and lock all outside doors and windows. Locking them may provide a tighter seal against the outside hazard. Turn off the heating and ventilation systems if controls are available.
- Close the fireplace damper and any other place that air can come in from the outside.
- Go in the shelter-in-place room and shut the door.
- If supplies are available, tape plastic over any windows in the room. Use duct tape around the windows and doors and make an unbroken seal. Use the tape over any vents into the room and seal any electrical outlets or other openings. Sink and toilet drain traps should have water in them (you can use the sink and toilet as you normally would). Push a wet towel up against the crack between the door and the floor to seal it. If it is necessary to drink water, drink the stored water, not water from the tap.
- Turn on the radio. Keep a telephone close at hand, but don't use it unless there is a serious emergency. If possible, monitor for additional local information via the main University web page, <http://www.brown.edu>, radio (92.3 FM, 105.1 FM, 630 AM, 1480 AM, 1400 AM (Portuguese), or television (WJAR Channel 10) for further instructions.
- Flashlights are recommended when there is loss of power.

Sheltering in this way should keep people safer than if they are outdoors. They will most likely not be in the shelter for more than a few hours. People should listen to the radio for an announcement indicating that it is safe to leave the shelter.

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How people can get more information about sheltering in place

People can contact one of the following:

- Brown University Office of Environmental Health & Safety 863-3353
- University Emergency Preparedness Web site
http://www.brown.edu/Administration/Finance_and_Admin/Emergency/index.htm
- Brown EHS Emergency Response Web site
http://www.brown.edu/Administration/EHS/er/er_intro.html
- Centers for Disease Control Emergency Preparedness and Response Web site
<http://www.bt.cdc.gov/>

- Rhode Island Department of Health

<http://www.health.state.ri.us/>

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